

SIFA fireside

Job Description

Job title:	HR Lead
Reporting to:	Chief Operating Officer
Contract:	Permanent
Location:	48-52 Allcock Street, Birmingham, B9 4DY
Hours:	35 hours (part time hours may be considered)
Salary:	£25,000-28,000 FTE

Date last updated: October 2021

Overall purpose of job:

To provide a hands-on service to ensure best practice is followed in all HR matters at SIFA Fireside. This is a new position and a fantastic opportunity to support a successful and growing team at a leading charity in Birmingham.

Key tasks:

- Act as the first point of contact for all line managers for all HR matters. Liaise with our HR legal advice support on all relevant issues and support line managers through the process.
- Provide advice and guidance to line managers concerning staffing issues.
- Ensure our HR software (Sage HR) is used to its fullest potential to enable the organisation to run efficiently.

- Support the senior leadership team to monitor and optimise our performance management processes.
- Lead the implementation of the development and training plan across the organisation.
- Co-ordinate the staff recruitment process and ensure all administration for new starters, leavers and contractual changes is completed.
- Lead on standardising and delivering staff inductions.
- Play an active role in promoting staff wellbeing as a key priority for the team.
- Maintain up to date knowledge of HR legislation and best practice through CPD.
- Support staff and line managers to use the Clear Talents system effectively for early identification of support needs and or reasonable adjustments that may need to be implemented.
- Deliver ad hoc training and workshops to line managers.
- Continuously monitor and review HR policies and processes and implement changes where necessary.
- Co-ordinate formal review meetings for sickness absence management, disciplinary and grievance procedures ensuring that the correct processes are followed and implemented in a timely manner.
- Maintain confidentiality and act with discretion at all times.
- Carry out other tasks as delegated by the Chief Operating Officer.

Working conditions:

1. The working week consists of 35 hours with the option of flexible working
2. Further employment information is contained in the Staff Handbook.
3. The HR Lead will be based at 48-52 Allcock Street, Digbeth, Birmingham, B9 4DY.
4. There may at times be a requirement to travel to other SIFA Fireside or outreach sites. Travel expenses will be paid for any journeys undertaken.
5. All frontline staff members are required to work Bank Holidays on a rota basis.